

REQUEST FOR 940 CERTIFICATION

Introduction

This section of the document will show how an authorized user can request for 940 Certification for an employer account. 940 Certification provides a summary of Massachusetts taxable wages reported by an employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is used to report to the IRS and the system provides the capability of running this report on demand.

Step-by-Step Instructions:

1. Navigate to the payment home page, using the instructions in the section - 'Navigating to Payments'.
2. Click on the link 'Request for 940 Certification'. The following screen will appear.

Change Password Logoff		* Indicates Required Field
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information ▶ Cancel Payments ▶ Payment Account Summary ▶ Search Payments ▶ Request for 940 Certification ▶ Request Payment Plan User Maintenance	Employer Information Employer Account Number: 1001 Employer Name: TEST CORP	
	Request for 940 Certification Summary of Massachusetts taxable wages reported by this employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is reported to the IRS and indicates the amounts to be reported on the Federal Form 940 (non-domestic employer).	
	The FUTA Credit may also be referred to or used in conjunction with the following terms or forms: <ul style="list-style-type: none"> • Employer's Annual Federal Unemployment (FUTA) Tax Return • Employer Account Abstract • Federal Form 940 • Federal Form 940C • Proof of Credit • Re-Certification of UI Taxes 	
	Search Year Year: <input type="text" value="2008"/> *	
	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

3. Enter the year the 940 information is requested for. Click on 'Search'.
4. The following screen will appear, displaying the summary of Massachusetts taxable wages reported by the chosen employer for the designated year.

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

- Cancel Payments
- Payment Account Summary
- Search Payments
- Request for 940 Certification**
- Request Payment Plan

User Maintenance

Request for 940 Certification

Summary of Massachusetts taxable wages reported by this employer and the total amount of FUTA eligible Massachusetts tax paid into the Massachusetts UI Fund for a designated year. This information is reported to the IRS and indicates the amounts to be reported on the Federal Form 940 (non-domestic employer).

The FUTA Credit may also be referred to or used in conjunction with the following terms or forms:

- Employer's Annual Federal Unemployment (FUTA) Tax Return
- Employer Account Abstract
- Federal Form 940
- Federal Form 940C
- Proof of Credit
- Re-Certification of UI Taxes

Search Year

Year:

940 Certification Search Results

Subject Date:	9/9/2009
Suspense Date:	
Date of Recertification:	10/12/2009
Year of Recertification:	2008
State:	Massachusetts
Employer Name:	TEST CORP
Address:	ACON ST. BOSTON MA 02116
Employer Account Number (EAN):	1000
Federal Employer Identification Number (FEIN):	00-0000000
2008 Massachusetts UI Taxable Wages:	\$0.00
2008 Massachusetts Taxable Wage Base (effective):	\$0.00
Massachusetts UI Contribution Rate:	0.00%
Taxes Paid Prior To 2/1/2009:	\$0.00
Taxes Paid 2/1/2009 to 2/10/2009:	\$0.00
Taxes Paid After 2/10/2009:	\$0.00

For an unofficial copy of this re-certification, print this screen. If you have any questions about these results, contact DUA at (617)-626-6896.

- This screen can be printed for an unofficial copy. Click 'Next' to continue requesting an official copy. On the screen that appears (as shown in the next page), enter the addresses to which the official 940 Certification correspondence should be sent.

Change Password Logoff	
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information ▶ Cancel Payments ▶ Payment Account Summary ▶ Search Payments ▶ Request for 940 Certification ▶ Request Payment Plan User Maintenance	Employer Information Employer Account Number: 1000 Employer Name: TEST CORP
	940 Certification Search Results
	Subject Date: 9/9/2009 Suspense Date: Date of Recertification: 10/13/2009 Year of Recertification: 2008 State: Massachusetts Employer Name: TEST CORP Address: 1 CON ST. BOSTON, MA 02116
	Employer Account Number (EAN): 1000 Federal Employer Identification Number (FEIN): 00-0000000 2008 Massachusetts UI Taxable Wages: \$0.00 2008 Massachusetts Taxable Wage Base (effective): \$0.00 Massachusetts UI Contribution Rate: 0.00% Taxes Paid Prior To 2/1/2009: \$0.00 Taxes Paid 2/1/2009 to 2/10/2009: \$0.00 Taxes Paid After 2/10/2009: \$0.00
	To the Director of Internal Revenue: the records of this office disclosed that the individual or organization made payments as indicated to the Massachusetts UI Fund for the calendar year shown.
	Additional Correspondence Notes Comments will be included in correspondence. <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>
	Addresses An official copy of this re-certification will be sent to the employer's mailing address. To send additional official copies of this re-certification, enter the address information below: <input type="checkbox"/> Mail to: <div style="margin-left: 20px;"> Attention: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="MA - Massachusetts"/> Zip Code: <input type="text"/> </div>
	<input type="checkbox"/> Mail to: <div style="margin-left: 20px;"> Attention: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="MA - Massachusetts"/> Zip Code: <input type="text"/> </div>
	<div style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Submit"/> </div>

6. Click on 'Submit' to complete the process and the following confirmation will appear.

Change Password Logoff	
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail	Employer Information Employer Account Number: 1000 Employer Name: TEST CORP
	Confirmation The official re-certification correspondence has been submitted.